



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

Date

MEMORANDUM FOR

FROM:

SUBJECT: FY08 MPA Request Template (IMA, Cat A, and ANG)

1. JUSTIFICATION: Specify in item 3a if request is War Effort or Steady State (SS) support. If it is for War Effort backfill then provide the name of the Operation being supported (i.e.: OIF, OEF, etc) or indicate that it is for Base Operating Support (BOS)—Cat A & ANG only.

2. **Per AFI 36-2619, Military Personnel Appropriation (MPA) Man-day Program**, mandays *“will not normally be used to cover personnel on reconstitution time, TDY, in school, on leave, or to cover gaps due to PCS.”* War Effort Backfill tours will include only the days required to cover AD member’s ***“boots on ground”*** time **plus** IMA’s travel to/from the backfill locaton.

3. REQUIRED INFORMATION:

- a. Indicate Name of Operation, BOS, or SS:
- b. Inclusive dates requested (Start/Stop Date):
- c. Travel dates:
- d. Tour Length (Total # days):
- e. ULN/LNR:
- f. Reporting Location:
- g. Grade/Rank range requesting:
- h. Skill level (Chaplain and Chaplain Assistant):
- i. By Name request (if known-ensure member is available):
- j. Required Training (if any):
- k. Requesting Unit POC info: (name, Ph#, email address)
- l. Travel and Per Diem FUND CITE: (Your unit pays for travel and per diem)

4. CMAS: For the Reg AF Gaining MAJCOM drop down box, select RCH (stands for AFRC Command) and Functional Areas, select appropriate designate for your command (i.e, HC1 for ACC Command, HC2 for AETC Command, etc.)

NAME/RANK

Duty Title of Wing Chaplain or Equivalent

Approved/Disapproved

NAME/RANK

Duty Title of MAJCOM Approving Official